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ABSTRACT

A new media center is planned for a K-8 Department of Defense Dependents School (DoDDS) with approximately 850 students in Heilbronn, West Germany. Heilbronn has a U.S. Army community with the majority of the students being military dependents. The faculty and administration are made up of educators from all over the United States. Although at the time of publication no budget had been set for the project, this plan to complete the media center includes: (1) an introduction to the project; (2) a description of the optimal planning strategy for building a media center; (3) specifications for furniture and audiovisual equipment; (4) a basic guide to subjects that should be covered in any collection which is presented in the format of the Dewey Decimal System; (5) lists of suggested media center, audiovisual, and microcomputer supplies; and (6) an annotated bibliography which includes 24 references on planning, 20 on acquisitions, and six on automation. (GL)

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A NEW MEDIA CENTER

Prepared for
LIS 699 Directed Reading
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by
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Honolulu, Hawaii
Summer 1988

IR013801

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INTRODUCTION

A new Media Center (library) is being built for a K-8 DoDDS school (Department of Defense Dependent Schools) in Heilbronn, W. Germany. The architect's plan is already approved and construction will begin soon.

The Heilbronn Elem/JH School is a K-8 school with approximately 850 students. Heilbronn has a United States Army community with the majority of the students being military dependents. This means a very mobile community with a family staying 2 1/2 to 3 years and then the sponsor (father, mother, or guardian) is transferred to another U.S. Army facility, usually in the United States but sometimes in Europe.

The majority of the students are in the primary grades (K-3) giving a triangle effect. The higher the grade the smaller the number of students.

The faculty and administration are made up of educators from all over the United States. Some, like myself, are hired in the United States and others are hired when they arrive, ie. the military wife who is job searching. The nonprofessional personnel are hired on site, again the military wife who is searching for a job.

This project is a plan to complete the contents of this Media Center and to have a well planned facility to meet the needs of the faculty and students of the Heilbronn community. Hopefully this plan will be designed so that it can be utilized in ordering and setting up other new media centers.

No budget has been set. Instructions are to order what is necessary/would like to have for the media center to open and be ready for use. The orders and requests will then be reviewed by the school administrator supervising the new facility and then by the district office. If these people consider it unrealistic or it gets out-of-hand items will be cut.

PLANNING

The Media Center is an integral part of a school. The Media Specialist (librarian) should let it be known that s/he wishes to be included in on the preliminary planning and all the way through the process to completion of the new facility. This Media Center is where s/he works and will have well thought out ideas and suggestions to discuss with the architect as to how it should be planned and designed for space, for furniture placement, for traffic flow, for efficiency, and for security.

The media specialist should develop a step-by-step plan in order to accomplish his/her goal.

1) Make an evaluation in terms of the school's educational goals and objectives, present and future needs, philisophical issues, and special features.
2) Research
3) Consult with experienced media center planners
4) Consult with an architect
5) Gather information on costs of:
   - floor coverings
   - wall coverings
   - window coverings
   - furniture
   - shelving
   - management equipment and supplies
   - AV equipment
   - printed materials
   - AV software
6) Prepare a budget

The architect's plan has been approved for this facility with lighting, shelving, and the circulation desk included in the contract. The architect's drawing is included as part of this project. I neglected to inquire how much, if any, input was requested, given, or accepted by a media specialist concerning the architect's plan and the design and specifications for the circulation desk and shelving, etc.

This step in this new media center plan has been completed. I'm including an annotated bibliography of sources entitled PLANNING for the media specialist who will be involved in preplanning, working with the architect, decisions regarding the interior, etc.

The ARCHITECTURAL RECORD is a periodical I've cited several times in the bibliography. This periodical has photos, architectural drawings, and narrative on various libraries in the United States that range from renovation to a new building, from huge university libraries to small town and school libraries. I included them in the list for ideas and suggestions, especially in utilizing space.

FURNITURE

The patrons of this media center are K - 8 students and faculty. The furniture needs be be durable, functional, and comfortable for the patrons. The variety in height of the patrons is also an important factor to be considered in purchasing furniture. The "little people" need to be considered along with the middle and tall.

Vendor's catalogs were perused for specificatons, models, and designs. This is the furniture that I would order for this new media center.

ITEM	#	DESCRIPTION/PURPOSE
ATLAS STAND	1	w/rotating base on flat surface
BOOK CARTS	2	open flat shelves, double sided
	4	sloped shelves, double sided
BULLETIN BOARD	1	4x6'
CARD CATALOG	60	drawers for the shelf list
	120	drawers for the main card catalog
CHAIRS	30	9 1/2" seat height
	30	11 1/2" seat height
	30	13 1/2" seat height
COMPUTER DESK	1	media center
COMPUTER TABLES	2	computer tables w/3 stations each
	2	computer tables
DICTIONARY STAND	1	w/2 bookshelves
DISKETTE STORAGE FILE CABINET	1	cabinet of 8 drawers 5 1/4, 3 1/2, compact disks
DISPLAY CASE	2	with glass/locking doors each
FILING CABINETS	9	cabinets with 4 drawers each
FLAT STORAGE	3	sections of 5 drawers w/base for maps and poster

GLOBES	1 floor model 2 table models
KIK STEP STOOLS	6 for reaching higher shelves
MAGAZINE RACK	2 for students and professional
OFFICE DESKS	2 librarian and lib. technician
OFFICE CHAIRS	2 librarian and lib. technician
PORCELAIN BOARD	1 18X24" 1 24X36"
STUDY CARRELS	6 for student AV viewing/studying
TABLE TOP BOOKCASES	6 for special displays
TABLES	4 rectangular, adjustable, 30x72 9 square, adjustable, 36x36 1 round, adjustable, 48 diameter
TYPEWRITER TABLES	4 with dropleaf
VIDEO DISPLAY CASE	2 locking

AV EQUIPMENT

The American Association of School Librarians and the Association for Educational Communication and Technology formed a committe in 1987 to review the old and set new standards for school media programs in the United States. This committee covered the recommended space requirements for various activities associated with the media center, the equipment, the print, and the nonprint materials.

I'm using the new standards, INFORMATION POWER: GUIDELINES FOR SCHOOL MEDIA PROGRAMS, in conjunction with other publications to determine amounts and numbers appropriate for this Media Center.

850/ STUDENTS
/27 students per classroom
=31 CLASSROOMS
+9 specialists with classrooms
=40 CLASSROOMS TOTAL for Heilbronn Elem/JH
+1 Media Center

ITEM	# DESCRIPTION/PURPOSE
AUDIO CASSETTE RECORDER/PLAYER	1 per teaching station
AV CARTS	1 per portable piece of equipment over 20 lbs.
AUDIOTAPE RECORDER/PLAYER	2 reel to reel
COPY MACHINES	2 ditto machines per floor 4 photo copiers
ELECTRIC TYPEWRITERS	2 self correcting with memory 1 lib. technician 1 media specialist
LETTERING DEVICES	1 electric with keyboard 1 set stencils, various sizes 1 Ellison lettering machine 1 D'Nealian upper case dies 1 D'Nealian lower case dies 1 D'Nealian set number dies 1 holiday set add to in the future 1 lettering guides, various sizes

LISTENING STATIONS	1 per teaching station 3 Media Center
MEDIA PRODUCTION EQUIPMENT	1 dry mount press, 26x34" 1 roll laminator, 25" wide 3 paper cutters 24x24" 1 paper cutter/teaching station 15x15" 1 thermal copier for trans. 1 per floor 1 polaroid camera 2 35mm still cameras 1 VHS camera/recorders per 500 students
MICROCOMPUTERS	1 Media Center management 4 Media Center - stud/faculty 1 per each 4th- 8th grade class 1 per 4 teaching stations K-3
OPAQUE PROJECTORS	1 in Media Center for student/faculty use
OVERHEAD PROJECTORS	1 per teaching station 1 Media Center
PLASTIC COMB BINDING SYSTEM	1 for faculty/student productions
PORTABLE PA SYSTEM	2 large group meetings
PRIMARY TYPEWRITER	4 for school
PROJECTION SCREENS	1 per teaching station 50x50" 1 Media Center 70x70" all permanently mounted
RECORD PLAYERS	1 per 4 teaching stations
16mm PROJECTORS	1 per 5 teaching stations 1 media center
SLIDE PROJECTOR	2 manual and remote control
SLIDE VIEWER	1 hand held
SOUND/FILMSTRIP	1 per teaching station

PROJECTOR	3 Media Center for student/faculty use
TELEVISION SETS	1 per 2 teaching stations 1 Media Center
U-MATIC VIDEOTAPE PLAYER	1 per floor
VHS VIDEOTAPE RECORDER/PLAYERS	1 per 8 teaching stations 1 Media Center

PERIODICALS

Periodicals are the means of obtaining the most current information on any given topic. A variety of titles should be available to both students and faculty for study and pleasure. The students should also become familiar with periodicals, and their value, at an early age.

The titles for the students and faculty should include as much a variety in subject matter and interests as possible. Titles can always be added and deleted after the new media center is in operation and the interests of the patrons are discovered.

Two newspaper subscriptions are sent to the school through the district office.

THE STARS AND STRIPES is an American newspaper published in W. Germany specifically for the armed forces and other U.S. personnel.

THE GERMAN TRIBUNE is published in English. It is a collection of articles from several German newspapers that are translated and then published in this one newspaper.

This list of titles for the students is about evenly distributed by age.

STUDENTS	K-12
BOYS' LIFE	K-4
CHILD LIFE	K-4
CHILDREN'S PLAYMATE	5-12
COIN WORLD	K-8
CRICKET	5-12
EARTH SCIENCE	5-12
EBONY	K-4
ELECTRIC COMPANY	5-12
EXPLORERS JOURNAL	5-12
EXPLORING	K-4
HIGHLIGHTS	K-4
HUMPTY DUMPTY'S MAGAZINE FOR LITTLE CHILDREN	K-4
JACK AND JILL	K-12
KNOW YOUR WORLD	5-12
MAGAZINE OF FANTASY AND SCIENCE FICTION	5-12
NATIONAL GEOGRAPHIC	K-8
NATIONAL GEOGRAPHIC WORLD	

NATIONAL WILDLIFE	5-12
ODYSSEY	4-12
OWL	K-8
PENNY POWER	K-8
POPULAR SCIENCE	5-12
RANGER RICK'S NATURE MAGAZINE	K-8
READ	5-12
SESAME STREET	5-12
SMITHSONIAN	5-12
SPORT	5-12
TEEN	K-4
YOUNG MISS	K-12
YOUR BIG BACK YARD	4-12
ZOOBOOKS	
ZOONOOZ	

FACULTY

ACADEMIC THERAPY
BOOKLIST
CHALLENGE
CLASSROOM COMPUTER LEARNING
GOOD APPLE
INSTRUCTOR
KIDSTUFF
LEARNING
LOLLIPOP
MAILBOX - PRIMARY EDITION
MAILBOX - INTERMEDIATE EDITION
OASIS
SCHOOL LIBRARY JOURNAL
SCHOOL LIBRARY MEDIA ACTIVITIES MONTHLY
SCIENCE ACTIVITIES
SCIENCE AND CHILDRENT
TEACHING AND COMPUTERS
T.H.E. JOURNAL (free)
TRAVEL/HOLIDAY

REFERENCE

Most reference books will be chosen when going through the nonfiction checklist. Reference books come from all sections of the Dewey Decimal System and for easy access should be shelved together in one section. The CHILDREN'S CATALOG put out by H.W. Wilson and Company and up-to-date reference selection tools should be on hand when selecting reference books.

Children ask many questions to absorb knowledge, therefore, need the librarian who has retrieval skills. The reference books for children also need to be available as they can be taught how to retrieve their own answers.

Encyclopedias
- general
- subject

Dictionaries
- picture to unabridged
- local ethnic languages
- subject dictionaries
- medical dictionary
- literature dictionary
- spelling dictionary
- body words dictionary
- spelling dictionary
- Thesauri

Alamanacs

Yearbooks

Atlases

Fact books

Indexes
- poetry
- short stories
- periodicals

Quotations

Handbooks
- first Aid
- etiquette
- boy scouts
- girl scouts

NONFICTION
BOOKS AND AV SOFTWARE

Nonfiction is an important part of the media center's collection and all points in the Dewey Decimal System should be considered. Going through the Dewey Decimal System the appropriate materials should be chosen for faculty and student curriculum, study, and interest. There are going to be some subject areas where titles will not be included due to appropriateness of subject matter, reading level, or interests.

The STANDARDS FOR SCHOOL MEDIA PROGRAMS of 1969 recommends 20 titles per student and THE INSTRUCTIONAL MEDIA PROGRAM by Beatty recommends 11-15 titles per student. There is a 5,000 title difference when you multiply 850 students by 20 and then again by 15. The first one multiplies out to be 17,000 and the second one 12,750. Maybe the 12 years between copyright date explains the difference? The media center is expected to provide more AV materials now than in the past and would certainly make up the 5,000 title difference.

The 1988 edition INFORMATION POWER: GUIDELINES FOR SCHOOL MEDIA PROGRAMS doesn't give numbers. It discusses and leaves the media specialist to decide in terms of the school's educational objectives and goals, numbers of students, budget, etc.

These nonfiction titles will be both print and nonprint materials with the majority to be print materials. These titles should include some or all of the following media: books, pamphlets, periodicals, kits, realia, read alongs, posters, filmstrips, audio cassettes, prints, videotapes, records, slides, audiotapes, microform, manuscripts, study prints, models, computer software, professional materials, etc. H.W. Wilson Company's CHILDREN'S CATALOG should be at hand for guidance and selection.

Rather than cite titles at this time I'm presenting a basic guide to subjects that should be covered in any collection. This guide follows the Dewey Decimal System in order to be certain nothing important is left out. This guide can then be used for any level of school media center just do not include subjects that don't suit the particular age level or school. Always keep the school's educational philosophy and the media center's philosophy at hand when making your selections.

I could give specific titles but then this paper wouldn't be useful, again, in the future when the titles might then be out-of-date or out-of-print.

The following outline was borrowed from and selected from Mary Bushing's work. This is intended as a checklist and guide.

000 GENERALITIES
001.6 Computer Science
- dictionary
- encyclopedias
- general text
- handbook on computers

001.9 Controversial knowledge (to include Loch Ness Monster, Bermuda Triangle, UFOs)

020 Library Science
- students interest
- faculty needs
- libraries' requirements

030 Encyclopedias

051 Periodical indexes

060.4 Rules of order

100 PHILOSOPHY and PSYCHOLOGY
- Histories or general overviews
- Philosophy - Eastern and Western

128 Death

133 Parapsychology
- ghosts
- divinatory arts (prophecy and fortune telling)
- witchcraft
- reincarnation
- astrology
- extrasensory perception
- spiritualism

150 Psychology
- historical overviews
- general text
- memory and learning
- imagination and intelligence
- dreams
- hypnotism

155 Individual psychology and self-help

170 Ethics

180 Philosophy
- histories by culture

200 RELIGION and MYTHOLOGY
220 Bible
dictionary
230 Christian theology
242 Devotional theology
252 Sermons
253.5 Pastoral counseling

270 Christian church history
general history
280 Denominations and sects
histories and descriptions of all sects
291 Comparative religion and/mythology
mythology dictionary
religions of man
mythology

300 SOCIAL SCIENCE
305.2 Age levels (elderly, teenagers, etc.)
305.4 Women
305.8 Racial, ethnic, national groups --
306 Anthropology (culture and institutions)
306.8 Marriage and family
divorce
widows/widowers
stepfamilies
310 Statistics, almanacs, and yearbooks
320 Political Science
citizenship
civil rights
political parties
elections
330 Economics
banks and banking
budgeting
investment and investments
taxes
real estate
340 Law
law dictionary
state code, city, town, county, ordinances
handbook or layman's guide to the law
business law
U.S. Constitution and Supreme Court
350 Public administration
civil service exam information
Watergate
military history

360 Social Problems
- fund raising
- alcoholism and drug abuse as social problems
- adoption and foster care
- child and spouse abuse
- crime and criminology

370 Education
- parenting materials
- preschool and childcare selection guides
- study skills for all ages
- information on special education and programs for the gifted
- college guides and financial aid information

380 Commerce and Transportation

391 Costume (include historical)

392 Customs
- international holidays
- wedding planning
- Christmas customs
- songs

395 Etiquette

398 Folklore
- specific to location

Aesop's fables

400 LANGUAGE

423 English language dictionaries

Self teaching texts in various languages

dictionaries in languages of local ethnic groups (Spanish, German, French, etc.)

500 PURE SCIENCES

500 Scientific dictionary

Science encyclopedias

510 Mathematics
- handbook or text
- arithmetic
- algebra
- geometry
- calculus
- probability and statistics

520 Astronomy
- field guide to stars and planets

map drawing and reading

surveying

time

530 Physics
- general text or handbook
- electricity and electronics
- atomic and nuclear physics

540 Chemistry and allied sciences
- general text or handbook
- field guide to rocks and minerals

550 Sciences of the earth and other worlds
- field guide to gems and precious stones
- geology information about region
- weather and climate
- volcanoes and earthquakes
- oceanography

560 Paleontology
- field guide to fossils
- dinosaurs

570 Life Sciences
- cell life
- emergence of mankind
- taxidermy
- evolution and genetics
- prehistoric man
- ecology
- regional biology (desert, swamp, prairie, etc.)

580 Botany
- field guide on each topic
- trees
- grasses
- edible and medicinal wild plants
- cacti and succulents
- ferns
- mushrooms

590 Zoology
- animal encyclopedias
- marine zoology and shells
- spiders, insects, and butterflies
- sea mammals
- reptiles and amphibian
- birds
- mammals
- apes and primates

600 APPLIED SCIENCES

Technology
- technical drawing and drafting
- inventions and patents (how to get)

610 Medical sciences
- dictionary
- encyclopedia

611 Human anatomy

612 Human physiology
- various aspects of the body
- fetal development
- reproduction

613 General and personal hygiene
- medical guide

613.2 Dietics

613.7 Physical fitness

613.8 Addictions (alcohol, drugs, tobacco)

613.9 Family planning

615 Pharmacology and therapeutics
- perscription and nonperscription drugs
- vitamins and minerals
- biofeedback

616 Diseases
- heart disease
- diabetes and related diseases
- cancer of all types
- arthritis
- diseases of the nervous system & psychiatric disorders (depression, stroke, anorexia vervosa, etc.)
- venereal disease
- allergies and asthma

617 Surgery and related topics
- explanations of surgical procedures and tests

618 Gynecology and obstetrics
- women's health
- methods of childbirth
- prenatal care

618.92 Pediatrics
- specifically child health

620 Engineering and allied operations
- steam engineering (boilers and their operation)
- house wiring
- lasers
- electronics (in conjunction w/materials in 530's)
- radio (HAM and CB)
- stereo, television, satellites, and VCRs
- nuclear energy
- refrigeration
- mining engineering (amateur gold mining)
- ordinance (weapons and guns)
- boats and boating

aviation and flying
space travel technology and history
automobile repair manuals
bicycle repair and maintenance
repair and maintenance of other vehicles, including snowmobiles, motorcycles, tractors, etc.

630 Agriculture and related technologies

635 Gardening (appropriate for region)
vegetable gardening
flower gardening
pruning
organic gardening
terrarium gardening
cacti and other succulents
house plants
lawns and shrubs

636 Animal husbandry
veterinary information for the layman
horses (include riding and training)
cattle
swine
poultry and cage birds
dogs and cats

638 Insect culture
bees

639 Nondomestic animals
trapping information
wild animals around the home

639.3 Fish culture
acquariums
tropical fish

641 Cookbooks
nutrition handbook
local foods
preserving foods
ethnic foods
international cookbooks
regional cookbooks

643 Housing and household equipment
do-it-yourself manuals
handyman manual

646.2 Sewing
general manual

646.7 Personal grooming
skin care and cosmetics
hair care, styles, and cutting
clothing selection

648	Household sanitation
	how to clean everything
649	Child raising
	many viewpoints
	current trends
	children of all ages
	infants through teenagers
650.1	Personal success in business
	information on resumes
	job interviews
	other employment issues
650.3	Office management
	secretarial handbook
	examples of business letters
	records management concepts
652.3	Typewriting
	typing texts with practice exercies
	word processing information
653	Shorthand
	textbooks on beginning and advanced levels
657	Accounting and bookkeeping
	current edition of standard accounting text
	practical bookkeeping handbook
658	General management
	general business textbook
	small business management
	personnel management
	consulting
	marketing and advertising
671.5	Joining and cutting of metals
	manual on welding and soldering
684	Furnishings and home workshops
	woodworking
	furniture
	repair
	upholstery
	refinishing
	cabinetmaking
690	Buildings
	what's in demand
	wood construction
	heating
	plumbing
	masonry and concrete
	decks, patios, porches, fences
	plastering, painting, and wallpapering

700 FINE ARTS
709 Art history
encyclopedia
709.2 Biographies of artists
712 Landscape design (regional)
720 Architecture
historical survey
types and styles of today
730 Sculpture
general history
biography materials
woodcarving
mobiles
ceramic arts (identification of marks also)
numismatics (including current values)
silver and goldsmithing (jewelry making)
741.2 Drawing and drawings
how-to-do-it titles
741.5 Cartoons, caricatures, comics
how-to-do-it books
current popular artists and their work
745.5 Handicrafts
leather crafts
paper crafts (decoupage, origami)
toys and models (puppets, kites, dollhouses, etc.)
candlemaking
Christmas and holiday crafts
lettering (calligraphy)
tole painting and stenciling
flower arranging and dried flowers
746 Needlework
weaving, spinning, dyeing
macrame
knitting, crocheting, tatting
embroidery (needlepoint, crewel, cross stitch)
patchwork and quilting
textile printing, painting, dyeing
747 Interior decoration
use periodicals to keep current
748.2 Glassware
751 Painting techniques
information on oil, acryllic, watercolor
guide to principles of color
759 Painting - historical and geographical treatment
acquire only if in demand

760 Prints and printmaking
- techniques for woodblock print
- techniques for silkscreening

770 Photography and photographs
- keep current

780 Music
- musical dictionary
- general history
- short biographies of major composers
- musical instruments (include how to play)
- opera (history and stories of great operas)
- sacred songs and carols (music and words)
- vocal music (folk and popular)

791.3 Circuses

791.43 Motion pictures
- general history

791.44 Radio
- general history

791.45 Television
- history

792 Theater
- stage craft textbook

792.8 Ballet
- general history
- biographical sketches
- techniques

793.3 Dancing
- general history
- how-to books on current popular dances

793 Magic and indoor games of skill
- magic (does not age)
- chess (keep current)
- bowling
- board games
- billiards, pool
- card games (including bridge)

796 Sports and outdoor activities
- rule book for sports
- major sports
- popular sports
- individual sports
- team sports
  - basketball
  - football and soccer
  - racket sports (table tennis, racketball, tennis)
  - golf
  - baseball

track and field events
gymnastics and bodybuilding
camping and outdoor skills
cycling
combat sports
skiing
ice hockey
boating
swimming and diving
horsemanship
fishing and hunting
archery

800 LITERATURE
Dictionary of literary characters
Encyclopedia
Bartlett's familiar quotations
Manual for writers
Anthologies
810 American literature (include poetry)
820 English literature
Shakespeare
830 German and Scandanavian literature
anthology of major writers
840 French literature
anthology of major writers
850 Italian literature
anthology of major writers
860 Spanish literature
anthology of major writers
870 Latin literature
anthology
history and introductory materials on classical Roman literature
880 Greek literature
anthology
historical and introductory materials on classical Greek literature
890 Literature of other languages
history and introductory materials on classical literature from other languages
Chinese literature
Japanese literature
African literature
North American native literature

900 GEOGRAPHY AND HISTORY
Reference
Encyclopedias
Gazetters
Chronologies
Atlases

910 General geography
geographical dictionary
travel

911 Historical geography
historical atlases

912 Atlases

914 Geography and travel in Europe

915 Geography and travel in Asia

916 Geography and travel in Africa

917 Geography and travel in North America
include The Caribbean and West Indies
Mexico
Central America
Canada
United States
National parks and monuments
camping facilities throughout the country
your region and state

918 Geography and travel in South America

919 Geography and travel in the rest of the world
include Australia
New Zealand
Hawaii

920 Collective biographies
biographical dictionary
presidents
kings, queens, etc.
saints
entertainers
authors

921 Biography of individuals
biographical dictionary
popular, only if requested
consider shelving some types with their subject (sports, musicians, etc.) as it oftens increases circulation

929 Genealogy, names, heraldry, flags
searching for ancestors
baby name books w/definitions and nicknames
history of flags
heraldry

930 History of the ancient world
general volume covering
archeology
ancient China
ancient Egypt (pharaohs, pyramids, etc.)
ancient Greece and Rome
Mesopotamia and Palestine (Babylon and Sumeria)

940 History of Europe
general history of the continent
general history of each country and peoples
medieval history
reformation
World War I
World War II
British Isles
Great Britain
Ireland
Scotland and Wales
Germany
Austria and Hungary
Poland
France
Italy
Spain and Portugal
Soviet Union
Scandanavia and the Vikings
Greece

950 History of Asia, the Orient, the Far East
general history of each country and peoples
China
Korea
Japan
Arabian Peninsula and Persian Gulf States
India
Iran
Middle East
Israel
Palestine
Turkey
Afghanistan
Cambodia
Vietnam

960 History of Africa
general history of each country and peoples

970 History of North America

970.1 Indians of North America
dictionary of tribes
information on all tribes and nations

971 History of Canada
  histories of the different provinces
972 History of Mexico
  Aztec civilization
  Mayan civilization
  conquest
  Panama and the Canal
  Cuba
973 History of the United States
  overview history
  the following periods
    prehistory, discovery, exploration to 1607
    Colonial Period, 1607-1775
    Revolution and Confederation, 1775-1789
    Constitutional Period, 1789-1809
    19th century to 1861
    Civil War, 1861-1865
    Reconstruction, 1866-1901
    20th century to 1932
    administration of F.D. Roosevelt, 1933-1945
    later 20th century
  individual regions
  individual states
  local area
978 History of the western United States
  westward movement
980 History of Latin America
  general history of the continent
  general history of each country and peoples
990 Oceania
  general history of each country and peoples
  Australia and New Zealand
  Polynesia
  Hawaii
  Arctic islands and polar regions

FICTION
TO INCLUDE EABY
BOOKS AND AV SOFTWARE

The fiction titles should cover a wide range of subjects, interests, and levels of reading for the students. Also be sure you include wordless books for your very young patrons.

Good, well written literature should be made available representing the many subjects listed below. All readers will benefit from and enjoy exposure to good language and the many places the imagination can roam with good literature.

Fiction titles, like nonfiction, will include both print and nonprint materials with the majority in print materials. The titles should include all or some of the following media: computer software, books, periodicals, realia, prints, pamphlets, kits, filmstrips, videotapes, audio cassettes, audio tapes, read alongs, slides, microforms, manuscripts, models, records, posters, study prints, professional materials, etc.

Be certain to include titles from these sources as well.

- CHILDREN'S CATALOG H.W. Wilson
- Caldecott Award winners
- Newbery Award winners
- children's classics
- high interest/low vocabulary
- wordless books

Subjects that should be covered are:

- adventure
- cars
- contemporary issues
- death
- divorce
- dogs
- ethnic
- fantasy
- families
  - adoption
  - stepfamilies
- foreigh countries
- friendship
- handicapped
- historical fiction
- horror
- horses
- humor
- love and romance
- mystery and detective
- occult
- other animals
- other vehicles
- prejudice
- science fiction
- space vehicles
- sports
- survival
- thrillers
- travel
- western

MEDIA CENTER SUPPLIES

The media center has a need for supples unique to its operation.

The usual office supplies may be obtained from the school's supply and can be requested and picked up as needed. If the item isn't on hand the clerk will determine if it can be obtained through his/her channels. If not, it needs to be placed on the media center's list of supplies to be ordered annually.

Supplies that are unique to a media center operation are listed below. Some are a one time purchase and others are expendable and need to be replaced periodically. A suggestion would be place the expendible items on a computer database for record keeping purposes. This would be available when annual orders are prepared.

pamphlet shelf files for back issues of periodicals
spine labels systems
gummed labels of various sizes
audiovisual files
3 ring vinyl binders, various sized rings
sorters
stacking file trays
calculator w/paper printout
heavy duty 2 way stapler
12 way stapler
no hole paper fastner
4 way rubber bands
media center information signs
ribbons for typewriters
tape for labelmakers
book binding tape
2 3 hole paper punches
book jackets, various sized
book ends
call label protectors
adhesive labels, various sizes
address labels
media center address stamp
projecting colored signals
date due stamps
book cards
book pockets
date due slips
8 charging trays
charging tray guides

glue
catalog cards
   color banded
   continuous
   single
catalog guides
ribbons for typewriters
"How to Find a Book" poster
oversized library reference posters
Media Center passes for students
engraver

AV SUPPLIES

AV instruction to faculty and students is part of the media specialist's responsibility. This instruction involves operating the AV equipment and producing the visuals that are used with this equipment.

DoDDS-Germany has a "Media Fest" each spring for student productions. Each entry is to be multi media, if it's a book it must be accompanied by an audio cassette. This is to be student produced so instruction and some supplies are provided.

Some of the items listed below are a one time purchase and others are expendable and need to be replaced periodically.

AV book albums
blank audio cassette tapes
blank VHS videotapes (max 120)
dust covers
extension cords
   multiple outlets
   220V
   110V
filmstrip cans
glue
handbooks
   "501 Ways to Use the Overhead Projector
   "Guide for Making Slides and Filmstrips"
   "Guide to Making 35mm Slides"
   "How to Create Visuals"
   teacher's guide for preparing overhead transparencies
headphones
kits

- cassette maintenance kit
- Do-it-yourself filmstrip kit
- projector maintenance k
- transparency making kit
- "U" film slide kit

laminating film
- 25" wide
- larger for dry mount press

lettering, transfer

magic markers
- water soluble
- permanent

mechanical timers

Plastic Comb Binding System
- covers
- plastic combs

1 3 hole paper punch

slides
- clear film for 35mm slides and filmstrips
- clear write-on slides
- slide mounts
- slide trays

take up reels for 16mm
- 1 for each projector
- small and large

3 ring VHS videotape trays

transparency
- film
- mounts
- write-on

tripods for VHS cameras

videotape cases (clear)

COMPUTER SUPPLIES

The media center, in most of the elementary schools in DoDDS, is responsible for the distribution and maintenance of the computers. They also order, process, maintain the backup file, and circulate the software.

Supplies and materials must be kept on hand for the set up and operation of the computers in W. Germany. Therefore, both 110V and 220V electric current is involved in using the school's computers.

blank diskettes
- 3 1/2"
- 5 1/4"

ribbons for printers
power strips
  surge suppressors
  110V
  220V
  on/off switches
  6 or more outlets
diskette file (carrier)
diskette albums
diskette folders
lock/stack media drawers (for diskettes)
joysticks for Atari 800 and 800XLs
mouse for Apple IIGS's (extras)
computer projection panel for overhead
dust covers
binder files
Koala pad for Atari 800 and 800XLs
Muppet keypad
   Ataris
   Apple IIGS's
software in nonfiction and fiction titles

BIBLIOGRAPHY

I. THE PLANNING

American Association of School Librarians and Association for Educational Communications and Technology. INFORMATION POWER: GUIDELINES FOR SCHOOL MEDIA PROGRAMS. Chicago: American Library Association and Washington, D.C.: Association for Educational Communications and Technology. 1988.

The library media specialists are responsible for the design and delivery of an effective library media program and exercise leadership in establishing the partnership and initiating the planning process. Physical and intellectual access to information is the unifying concept here.

Association for Educational Communications and Technology. PLANNING AND OPERATING MEDIA CENTERS: Readings from Audiovisual Instruction--2. Washington, D.C.: Association for Education Communications and Technology. 1975.

There's a need to provide new and varied resources to both students and teachers for learning. The library is a place for active learning where these varied media can be obtained and used.

Beatty, LaMond F. INSTRUCTIONAL MATERIALS CENTERS. Englewood Cliffs, New Jersey: Educational Technology Publications. 1981.

A history of the library and the fact that other than printed materials were used to learn and to educate in the past. The instructional media center has grown out of an expanded concept of the library function. It provides a learning environment for students and teachers to include sources of all types of instructional materials in various formats.

Bock, D. Joleen and Leo LaJeunesse. THE LEARNING RESOURCES CENTER: A Planning Primer for Libraries in Transition. New York: LIBRARY JOURNAL. 1977.

The procedure for planning a transitional library.

Determine the clientele, the services you will provide, and the policy for the library. Consider your facility and what it can accomodate.

Bomar, Cora Paul et al. GUIDE TO THE DEVELOPMENT OF EDUCATIONAL MEDIA SELECTION CENTERS. Chicago: American Library Association. 1973.

We live in a media culture but the motivation and capacity to continue learning usually cannot be sustained by one medium of communciation. We need to be able to access all mediums. The ideas presented here are to stimulate creative thinking.

"Books and People" (with introd. by Margaret Gaskie). ARCHITECTURAL RECORD. 173: 87-101 August 1985.

Photographs of the interiors and exteriors of several new large libraries as the University of North Carolina; University of Chicago; Main Library Ft. Lauderdale, Florida; etc.

"The Chair Tables the Motion." A special report on library furniture. AMERICAN LIBRARIES. 19: 261-272, 297-307 April 1988.

A series of articles by various authors on library furnishings including a little history and information on todays designs. A variety is shown in their library settings in colored photos. Addresses of vendors mentioned in the articles have been included.

Draper, James and James Brooks. INTERIOR DESIGNS FOR LIBRARIES. Chicago: American Library Association. 1979.

Planning the new library should be done step by step: professional help, floor plan, arrangement, colors, fabric, walls, windows, floors, storage, marketing, final touches, budgeting. This book discusses these necessary points in your preplanning.

Gaskie, Margaret. "Splendor on the Grass" (Wesleyan University's Olin Memorial Library renovation and addition). ARCHITECTURAL RECORD. 174: 116-23 October 1986.

Photographs and architectural drawings along with a description of the renovation and addition to this large university library.

Glogau, Lillian, Edmund Krause, and Miriam Wexler. DEVELOPING A SUCCESSFUL ELEMENTARY SCHOOL MEDIA CENTER. West Nyack, NY: Parker Publishing Co., Inc. 1972.

Everything discussed and described in this book is being done in the schools of the authors. Its intent is to help educators start or expand a media center program. Adaptability and commitment are required to make this change.

Goody, Joan E. "A Rare and Rich Response to Context" (Keio University Library, Tokyo). ARCHITECTURAL RECORD. 171: 6-13 May 1983.

Western architecture blends in with the East's in this university library.

Hannigan, Jane Anne and Glenn E. Estes. MEDIA CENTER FACILITIES DESIGN. Chicago: American Library Association. 1978.

Many points of view are presented here - to include those of philosopher, architect, administrator - to help clarify for school media personnel some systems of values influential in planning school media centers. This clarification should enable them to make wiser decisions regarding their own facilities. A "Viewpoint of the Student" is also included in this books.

Hannigan, Jane A. "Charette: Media Facilities Design." SCHOOL MEDIA QUARTERLY. 2, no. 3:185-294 Spring 1974.

Articles by several authors that cover a wide spectrum of facilities design problems.

A Joint Publicattion by Architects and Building Branch and the Office of Arts and Libraries. DESIGNING A MEDIUM-SIZED PUBLIC LIBRARY. London: Her Majesty's Stationery Office. 1981.

The communication between the architect and the librarian need to improve in order to provide better libraries. There are examples, floor plans and photos of the many aspects of library planning and design.

Lamkin, Bernice. "A Media Center for the 21st Century." SCHOOL LIBRARY JOURNAL. 33, no. 3:25-29 November 1986.

The author describes the total process of building a high school media center from the architectural plans through the establishing of a program in the facility.

"Libraries: the Dawn of the Information Age" (with introd. by Herbert L. Smith). ARCHITECTURAL RECORD. 171: 73-91 August 1983.

Photographs and an article describing the rejuvenation of the New York City Library and New York University Graduate School of Business Administration.

Library Buildings and Equipment Institute. GUIDELINES FOR LIBRARY PLANNERS. Edited by Keith Doms and Howard Rovelstad. Chicago: American Library Association. 1960.

A detailed discussion on the planning, designing, executing, and completing a library. The authors of the various chapters are experts in their field. The book presents guidelines and includes examples with discussion.

Miller, Marilyn L. and Barbara Moran. "Expenditures for Resources in School Library Media Centers FY '85-'86." SCHOOL LIBRARY JOURNAL. 33, no. 10:37-45 June-July 1987.

This is the third in a series of SLJ reports on expenditures for public and private school libraries in U.S. schools. This report fills a need for on going statistical information about expenditures and other aspects of out nation's library media programs.

Prostano, Emanuel T. and Joyce S. Prostano. THE SCHOOL LIBRARY MEDIA CENTER. Littleton, CO: Libraries Unlimited, Inc. 1971.

The concept developed here focuses on the L.M.C. (library media center) program as a network of services with its prime purpose the educational program of the school. There's a need for a better understanding of the relationship between the L.M.C. to educational philosophy, curriculum, and the organization of the school. Includes suggestions on interior arrangements.

Rub, Timothy. "The Day of Big Operations: Andrew Carnegie and His Librarie". ARCHITECTURAL RECORD. 173: 81+ July 1985.

Narrative and photographic article on Carnegie's libraries and that they do fit in with the local culture and architecture.

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The renovation of a coach house at Pine Manor College, Chestnut Hill, Massachusetts into a library.

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Photographs and architectural drawings of small libraries that fit in with the local architecture and cultural influences.

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The architect's design on his own property. It measures 15 x 20 feet with a 10 foot ceiling.

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On professional advise given at a group meeting.

II. THE ACQUISITIONS

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The library media specialists are responsible for the design and delivery of an effective library media program and exercise leadership in establishing the partnerships and initiating the planning process. Physical and intellectual access to information is the unifying concept here.

American Library Association, Collection Development Committee, and David Perkins. GUIDELINES FOR COLLECTION DEVELOPMENT. Chicago: American Library Association. 1979.

This committe was organized to provide a focus for activities relating to collection development and to: study the present resources and the coordination of collection development programs; develop guidelines for selection policy; evaluate and recommend selection tools; and recommend qualifications and requisite training for selection personnel.

American Library Association. REFERENCE BOOKS FOR SMALL AND MEDIUM-SIZED PUBLIC LIBRARIES. Reference Division. Basic Reference Books Committee. Chicago: American Library Association. 1969.

A guide to selecting reference books in all subject areas for newly established libraries and to improve and expand existing collections. The titles do include those appropriate for children.

Association for Educational Communications and Technology. PLANNING AND OPERATING MEDIA CENTERS. Washington: Association for Educational Communications and Technology. 1975.

There's a need to provide new and varied resources to both students and teachers for learning. The media center is a place for active learning where these varied media can be obtained and used.

Beatty, LaMond F. INSTRUCTIONAL MATERIALS CENTERS. Englewood Cliffs, NJ: Educational Technology Publications. 1981.

A history of the media center and the fact that other than printed materials were used to learn and to educate in the past. The instructional media center has grown out of an expanded concept of the library function. It provides a learning environment for students and teachers to include sources of all types of instructional materials in various formats.

Bomar, Cora Paul, et al. GUIDE TO THE DEVELOPMENT OF EDUCATIONAL MEDIA SELECTION CENTERS. Chicago: American Library Association. 1973.

We live in a media culture but the motivation and capacity to continue learning usually cannot be sustained by one medium of communciation. We need to be able to access all mediums. The ideas presented here are to stimulate creative thinking.

Bushing, Mary. NONFICTION COLLECTION GUIDELINES FOR SMALLER LIBRARIES. Library Development Officer, Montana State Library. Helena, MT. 1988.

The desire to meet the needs of the small library users in rural Montana brought about the development of this selection guide to appropriate nonfiction titles.

Davis, Harold S. INSTRUCTIONAL MEDIA CENTER: BOLD NEW VENTURE. Bloomington, Indiana University Press. 1971.

For schools to improve changes need to be made. Instruction is undergoing a reappraisal and exciting innovations have been instituted in schools scattered throughoput the country. This book is to inform educators and the public about new developments and evaluating them.

Glogau, Lillian, Edmund Krause, and Miriam Wexler. DEVELOPING A SUCCESSFUL ELEMENTARY SCHOOL MEDIA CENTER. West Nyack, NY: Parker Publishing Co. 1972.

Everything discussed or described in this book is being done in the schools of the authors. Its intent is to help educators start or expand a media center program. Adaptability and commitment are required to make this change.

Joint Committee of the National Education Association and Association of American Publishers. SELECTING INSTRUCTIONAL MATERIALS FOR PURCHASE. Washington, D.C.: National Education Association. 1972.

This book describes procedures for the selection and purchase of instructional materials and related services for the public schools of the United States.

Joint Committee of the American Association of School Librarians and the Department of Audiovisual Instruction of the National Education Association. STANDARDS FOR SCHOOL MEDIA PROGRAMS. Chicago: American Library Association. 1969.

Two objectives for this project are: 1) bring standards in line with the needs and requirements of today's educational goals and 2) coordinate standards for school library and audiovisual programs.

Martin, Betty and Linda Sargent. THE TEACHER'S HANDBOOK ON THE SCHOOL LIBRARY MEDIA CENTER. Hamden, CT: The Shoe String Press, Inc. 1980.

This book is a practical source for educators on the media center as a component of the classroom. The media center and the media specialist have valuable

contributions to make to the whole school program. Each chapter is devoted to a teacher concern.

Peterson, Carolyn Sue and Ann D. Fenton. REFERENCE BOOKS FOR CHILDREN. Metuchen, NJ: The Scarcrow Press, Inc. 1981.

This book contains nearly 900 annotated titles of reference books and selection tools for school and public libraries. This buying guide has many suggested sources including a wide range of materials for the media specialist to make selections based upon the needs of the clientele.

Prostano, Emanuel T. and Joyce S. Prostano. THE SCHOOL LIBRARY MEDIA CENTER. Littleton, CO: Libraries Unlimited, Inc. 1971.

The concept developed here focuses on the L.M.C. (library media center) as a network of services with its prime purpose the educational program of the school. There's a need for a better understanding of the relationship between the L.M.C. to educational philosophy, curriculum, and the organization of the school.

Quimby, Harriet B. and Rosemary Weber. Revised Edition. BUILDING A CHILDREN'S LITERATURE COLLECTION. Choice Bibliographical Essay Series, No. 5. Middletown, CT: Choice. 1978.

Included are a suggested basic reference collection for an adademic library or a school's professional collection and a basic collection of children's books.

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Here is an aid in the selection and acquisition of magazines, indexes, and newspapers for students K - 12 in schools in geographical location.

Van Orden, Phyllis J. THE COLLECTION PROGRAM IN SCHOOLS:

Concepts, Practices, and Information Sources. Littleton, CO: Libraries Unlimited. 1988.

This text is to provide an overview of the processes and procedures associated with developing, maintaining, and evaluating a collection at the building level.

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A guide to the selection of children's books arranged in Dewey Decimal order. Includes subject headings, and an author, title, and subject index.

Wynar, Christine Gehrt. GUIDE TO REFERENCE BOOKS FOR SCHOOL MEDIA CENTERS, 3rd ed. Littleton, CO: Libraries Unlimited. 1986.

This is a broad coverage of general and subject reference works for several catagories of users: 1) students in elementary, middle, and high schools; 2) teachers K-12; 3) school library media specialists; and 4) educators, etc. Also included are reference resources in curriculum areas.

III. AUTOMATION

Costa, Betty and Marie Costa. A MICRO HANDBOOK FOR SMALL LIBRARIES AND MEDIA CENTERS. Littleton, CO: Libraries Unlimited, Inc. 1983.

This book is intended for the newcomer in the microcomputer world, especially for small libraries and media centers. It is a reference work to improve the information and management services with microcomputer technology. A revised and updated edition was completed in 1986.

Dewey, Patrick R. 101 SOFTWARE PACKAGES TO USE IN YOUR LIBRARY. Chicago: American Library Association. 1987.

This work is a compilation of recommended computer software for libraries with limitations and problems identified. It is a low-cost library-related software directory.

Herring, James E. THE MICROCOMPUTER, THE SCHOOL LIBRARIAN, AND THE TEACHER: an introduction with case studies. London: Clive Bingley. 1987.

This book is about microcomputers and handling information, not technology. The teacher and the librarian should work together and use the microcomputer for educational ends.

Minnich, Nancy P. "Automated Circulation: Building the Database." SCHOOL LIBRARY JOURNAL: LIBRARY COMPUTING. 33: LC5-LC11 November 1986.

Automating the school media center would be of enormous benefit as it would free the librarian to work with students and teachers. The author discusses points to consider and recommendations if you're going to convert.

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The circulation system that is easy to use and efficient encourages the use of books and materials, facilitates record and statistic keeping, and frees the media specialist from routine clerical tasks. Here the reader will become familiar with the components for an efficient circulation system. Manual and automated are both discussed.

Thomason, Nevada Wallis. MICROCOMPUTER INFORMATION FOR SCHOOL MEDIA CENTERS. Metuchen, NJ: The Scarecrow Press, Inc. 1985.

The microcomputer is an exciting dynamic development that the media specialist will want as part of the media center to share with colleagues and students.